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ABSTRACT

A handbook containing information and suggestions is presented to assist persons in fulfilling their vocational education advisory committee role. The introduction welcomes members and stresses the opportunity, responsibility, challenge, awareness, and service inherent in acceptance of the committee role. Various questions about the position are asked and answered in the handbook. The questions focus on the following topics: (1) the advisory committee definition, (2) various types of vocational education advisory committees (for example, general, program, or special), (3) the helping role, (4) the state of Indiana mandates or responsibilities, (5) typical committee organization and function, (6) a suggested year program outline, (7) responsibilities of the vocational education representative to the committee, and (8) ways the state advisory council on vocational education can provide assistance. In addition, the handbook includes a self-check sheet for advisory committee members. The appendixes contain relevant definitions and a five-part (purposes and name, membership, meetings, offices and duties, and amendments) suggested advisory committee constitution. (CSS)

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HANDBOOK for MEMBERS

VOCATIONAL EDUCATION ADVISORY COMMITTEE

CE 020 269

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Walter Penrod
Executive Officer
Indiana State Advisory Council
on Vocational Education
Illinois Building, Suite 524
17 West Market Street
Indianapolis Indiana 46204
(317) 633-5459

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To:

Congratulations:

You've decided to dedicate some of your valuable time and ideas or talents toward developing human resources for occupations and effective citizenship. You've become a member of a local advisory committee. Now you probably want to know what you can expect to accomplish, and how.

The Indiana State Advisory Council on Vocational Education has developed this handbook containing information and suggestions to assist you in your important role as an advisory committee member.

"I am only one
But I am one
I can't do everything
But I can do something."
E. E. Hale

Welcome to ---

An **Opportunity** to serve your vocational/technical programs and help them function more efficiently and effectively.

A **Responsibility** to advise your vocational education officials on how to improve their vocational/technical programs.

The **Challenges** of sharing local educational issues and suggesting ways to improve the future.

The **Awareness** that you can be of help and service to your school-institution and those who administer the vocational/technical programs.

This **Service** you are providing requires your most precious commodities -- time and thought, but the rewards are long-lasting in the attainment of improved skills and personal development of individuals in your community.

You were asked to serve because your experiences and knowledge are of value. The other members of the advisory committee have backgrounds that are either similar to or will complement yours. Many of you come from business, industry, and labor, and appreciate the need for people to have job skills prior to entering the world of work. Your participation on the committee is a valuable asset toward the proper preparation of students who shortly will be entering the labor market.

It is important, yet difficult, to plan, establish priorities, maintain good community/vocational education relationships, and keep current in business, industrial, and political endeavors. These tasks form part of the job ahead.

In many respects, it may appear that your involvement is a one-way street which benefits only the school. However, your involvement can also benefit you individually, and your community. Individually, you will find this voluntary effort to be a learning and growing experience. The greatest benefit to you may be internal; the satisfaction of knowing that your participation has created a first-rate program of vocational/technical education that will enable students from your community to center the American work force.

We thank you for accepting the challenge and offering your help.

Advisory Committees: What Are They?

A vocational/technical education advisory committee is a body of persons, predominantly non-educators, selected because of their knowledge, competence, and experience. This committee advises policy makers and educators on vocational/technical programs and their policies in the community or area. The term "advisory" means to HELP or ASSIST - not to establish, administer, or direct policies and programs.

Your role on a vocational advisory committee is one which you took with much consideration. Advisory committees are a form of democracy in action. This opportunity is for you to discuss, investigate, interact, and make recommendations regarding your public educational programs and expenditures.

Since medieval times, craft committees (advisory bodies) have been used to assist in training programs of youth or apprentices learning a trade. Your acceptance of this challenge is a worthy one and requires you to share your knowledge and experience.

What Are The Types Of Vocational Advisory Committees?

A. general, area, or institutional

An overall committee organized to advise the chief administrator or the educational board on all vocational/technical programs in the school, institution, or area. It may include a member from each occupational program or craft advisory committee. It also includes representatives of the community, general public, management, labor, and business. It acts on the concerns of an overall institution/community nature, especially vocational education philosophy, policies, and training needs.

B. program, occupational, or craft

An advisory committee formed several ways to advise the professional instructional staff in a vocational program area, or occupational cluster,* or in one specific trade. It may be one institution, or a specific geographical area, and usually is composed of technical persons in that occupation who can view the field from various vantage points.

C. special, ad hoc, or temporary

An advisory committee formed to seek various alternatives on a special issue or problem, such as pursuing the possibilities and feasibilities of a new vocational program offering. They may also be asked to find alternative shop locations, to plan cooperative arrangements (articulation) between several various institutions, or to seek ways to serve more individuals in non-traditional vocational roles. This committee usually prepares a report of its findings and is then disbanded.

*In definitions

How Can Your Advisory Committee Help?

You can aid the vocational education professionals by:

1) Providing input, and reviewing the current programs and discussing the development of short (annual) and long-range plans. Each general advisory committee should review each annual plan submitted to the State Board on Vocational and Technical Education.

2) Analyze with them the relevant employment needs in the vocational area.

3) Assisting in the development of priorities for vocational program offerings. (secondary, postsecondary, adult)

4) Advising on relevance and adequacy of vocational course content, and the competency of students.

Specific suggestions for reviewing vocational education programs and operations for relevancy include:

(a) selection of criteria of students entering programs
(b) number served in each program including breakout by sex, handicapped, and minorities
(c) physical facilities and adequacy of equipment
(d) course content and teaching materials
(e) achievement level of all students (competency attainment)
(f) placement and followup results

5) Aid in promoting positive community/school relationships, and a general understanding of vocational education objectives.

6) Each committee can assist by preparing an annual report. Such reports should be concise and contain the advisory committee's recommendations with supportive data. Such reports should be transmitted on a timely basis when policy makers are considering future vocational education plans.

These are general suggestions and only some of the activities with which your committee may be involved. (See page 9 for other suggestions.) As you become active in an advisory committee undertaking, you'll realize the positive effect which can be achieved in your own community.

Does Your Local Advisory Committee have Specific Required Mandates/or Responsibilities?

The Indiana State Plan for Vocational Education states that:

> Each eligible recipient (local school or institution) receiving assistance under this State Plan to operate vocational education programs shall establish a local advisory committee to provide the recipient with (a) advice on current job needs, (b) on the relevancy of courses being offered by such agency in meeting such needs, and (c) for consultation in the development of the annual application. Local Advisory Committees shall be composed of members of the general public, especially of representatives of business, industry, and labor. In addition, advisory committees for each program area shall be established.
>
> The State Board shall notify eligible recipients within the state of their responsibilities. The state Advisory Council shall make available to recipients and local advisory council such technical assistance as recipients may request to establish and operate committees.[1]

Federal Rules and Regulations on Vocational Education state: (PL-94-482)

Duties of local advisory councils*

A. The local advisory council shall advise the eligible recipient (local school or institution) on:

   (a) Current job needs; and
   (b) the relevance of (courses) being offered by the local educational agency or postsecondary educational agency in meeting current job needs.

B. The local advisory council shall consult with the eligible recipient in developing its application to the State Board[2]. (local annual plan)

*Council and committee are interpreted here to be the same. Indiana uses the term local advisory committes.

[1]Indiana State Plan for Vocational/Technical Education

[2]Federal Rules and Regulations, Page 53833, sec. 104.112 10/3/77.

How Are Advisory Committees Usually Organized And Function

Since an advisory committee progresses through discussions, deliberation, interaction, and communication toward a common purpose of improving vocational education programs, they need a structure, plan, and agenda.

Committee Structure: A minimum of a chairperson or leader and recorder are necessary for effective action of each individual advisory committee. Most advisory committees do establish some formal organization with a chairperson and secretary elected from the committee membership.

Planning: Advisory committee lay-chairperson, and the vocational education staff person responsible for this advisory committee should meet prior to an advisory committee meeting to establish an outline or agenda and determine the topics or issues to be considered and discussed.

The vocational education staff person would then communicate this agenda and/or the back up reference materials to each committee member prior to the committee meeting.

Agenda: Advisory committee meetings are most effective when topics to be considered are established and communicated to members prior to the meeting. However, each meeting should allow time for the advisory committee members to suggest items for future meetings and/or request presentation of materials which will aid in their understanding and deliberations.

Meetings and Attendance: Advisory committee meetings should be conducted in a business-like manner. Your attendance is of vital importance at each meeting. The meeting is where discussions/deliberations become decisions and courses of action. Plan to attend all meetings of your advisory committee.

Staff/Committee Relations: The vocational program staff person will prepare discussion materials and may participate in the discussion to provide background information and data (not to take over, direct, or anticipate the outcome of committee action).

The advisory committee may establish some recognized rules or procedures to follow. This prevents each meeting of being repetitious. Rules vary from formal by-laws to an accepted but unwritten continuing format.*

* A suggested constitution outline is in the appendix. A note of caution, however: Formal rules are overdone when they become the advisory committee's major action rather than a system for advising on the vocational education program.

What Does An Advisory Committee Do Throughout The year?

A Suggested Year Program Outlined: Some advisory committees have set aside specific meetings each year for certain purposes, and others are unassigned meetings.

Example: Vocational/Technical Advisory Committee's Year's Activities

Month	Major Topic
September:	(a) role of advisory committee (b) new organization of advisory committee (c) tour and review of facilities/equipment (d) enrollment for current year (e) co-op. work stations (suggestions & review)
October:	(a) open for current issues (b) State Plan application review
November:	Program development and improvement
March:	(a) surveys of local current labor/ employment projections and needs (b) plans to strengthen community relations and public information with vocational and technical education
April:	Open for current or new issues
May:	(a) program review (b) graduate or complete placement statistics (c) year-end report and summary of recommendations to vocational administrative body

What Can You Expect From The Vocational Education Representative?

Each local advisory committee has a vocational education representative to provide information about and speak for the school's point of view. This person serves as a liaison between the advisory commitee and the school.

The staff representative has the responsibilities of informing and orienting the advisory committee to the institution's goals, functions, and philosophy.

The staff representative should be present at the meetings of the advisory committee and support the chairperson. This individual will always strive to maintain free discussions so all the committee members will have an opportunity to participate. He/she will be fair, enthusiastic, community minded, tactful, and have a working knowledge of the vocational programs to be advised.

The staff representative person may perform or will assist in the function of secretary for the advisory committee but should not be the permanent chairperson. Minutes should be prepared for all meetings of the advisory committee. They should be distributed to all committee members within a reasonable time after each meeting. Copies of the approved minutes are to be distributed to appropriate persons or bodies and a file maintained for reference.

The staff representative is a busy person but is willing to listen and learn other approaches to problem solving. Remember, the representative is part of a larger organization and may be fearful of your comments or think that you will expose a weakness to public ridicule. Nothing positive is gained by such activities. Study and discuss areas of strength, as well as, areas of weakness when exploring various alternatives before making any specific recommendations.

How Can The Advisory Council On Vocational Education Help You?

The Indiana State Advisory Council on Vocational Education offers your committee assistance in organizing and functioning. The State Council has prepared and distributed "The Local Advisory Committee Handbook" in 1976, and now this "Handbook for Members of Local Vocational Education Advisory Committees" as special guides or assistance for your committee's work. You may obtain copies of these booklets by calling: (317) 633-5459, or write:

Indiana State Advisory Council On Vocational Education
Room 524, Illinois Building
17 West Market Street
Indianapolis, Indiana 46204

Additional assistance is yours for the asking.

The State Advisory Council On Vocational Education Members and Staff Can:

Invite your chairperson/or other members to a State Advisory Council on Vocational Education meeting.

Attend one of your advisory committee meetings to establish contact or further advance communications.

Invite your representative to a State Public Hearing on Vocational Education.

Suggest your involvement in planning and conducting a Local Public Hearing on Vocational Education.

Conduct a state-wide leadership training session for local advisory committee chairpersons.

Self-Check Sheet For Advisory Committee Members

1) My name is _____ date _____
2) Our advisory committee is a/an (a) _____ general, (b) _____ program, or (c) _____ ad hoc
3) Our advisory committee has by-laws _____ yes or _____ no
4) Our advisory committee chairperson is _____
5) Our voc. ed./rep. is _____, phone _____
6) Our advisory committee secretary is _____
7) Advisory committee minutes and agendas are mailed to advisory committee Members ____yes ____no school board ____yes ____no
8) Our advisory committee includes vocational education programs in the following vocational areas _____, _____, _____
9) Our advisory committee will discuss current job needs as they relate to vocational education on _____ *(Date)*
10) We will review the local vocational education annual application to the State Board on Vocational and Technical Education on: _____ *(Date)*
11) Our advisory committee will review vocational education course relevancy on date _____
12) Our advisory committee will be involved in a vocational education program review on (date) _____
13) Our advisory committee's annual reports to the administrative body will be completed by (date) _____
14) Other concerns I desire to be discussed by our advisory committee are _____,_____,_____,_____
_____
15) Activities our advisory committee will participate in for better local understanding of the vocational education program are
_____radio/Tv, _____ newspapers,
_____ School/institution/special programs/ie; awards
_____ vocational youth groups

16) Special data our committee reviews annually includes:

_____ program enrollment
_____ placement
_____ past year's followup
_____ budget
_____ curriculum material
_____ special non-traditional needs
_____ labor/employment needs.

17) Any special community studies desired: _____, _____

_____

DEFINITIONS

1) **Annual Application** - The application prepared and submitted to SBVTE by each eligible recipient for program approval and fiscal support.

2.) **Community** - The geographical area where students come from to enroll in the vocational program. It will vary with each institution.

3) **C.E.T.A.** - Comprehensive Employment & Training Act. A federal act which authorizes and funds a series of local programs for employment and training of low-income, disadvantaged persons.

4) **PL 94-482** - Most recent federal law, passed 1976 and continuing, which amends Vocational Education Act of 1963 until the present.

5) **Each Program Area** - Refers to one of six groups of vocational program clusters: trade and industry; agriculture; business; home economics; distributive education and health. This area is sometimes referred to as vocational discipline.

6) **Eligible Recipient** - A local educational agency or postsecondary educational institution which can offer a program of vocational education.

7) **Indiana State Plan For Vocational Education** - A document containing a five-year and an annual plan of projected procedures and goals submitted by the SBVTE to the Federal Government and several contracts between the State of Indiana and the Federal Government of all federal support of vocational education in Indiana.

8) **Local Advisory Committees/Councils** - A group of individuals who have special knowledge and expertise, and who are organized to advise vocational education on the world of work. (In Indiana, they are referred to as committees, not councils.)

9) **Local Educational Agencies (L.E.A.)** - Local school operated by a board of education who have administrative control and direction of vocational education programs along with other educational responsibilities.

10) **Occupational Cluster** - A grouping of vocational programs which have common skills and knowledges, such as metal trades or health careers.

11) **Postsecondary Education Agency** - A non-profit institution legally authorized to provide education for persons aged sixteen or older who have graduated or left secondary school.

12) **SACVE** - State Advisory Council on Vocational Education. In Indiana the office is located at 524 Illinois Building, Indianapolis, Indiana. Serves to advise the SBVTE on overall vocational education programs in the state.

13) **SBVTE** - State Board of Vocational & Technical Education. Indiana offices located at 401 Illinois Building, Indianapolis, Indiana. Prepares and submits the State Plan to the Federal Government. It also approves and distributes federal funds to vocational education programs in the state.

14) **Vocational Education** - Organized educational programs which are directly related to the preparation of individuals for employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.

15) **Y.E.T.P.** - Youth Employment and Training Program. A part of C.E.T.A. (definition #3) for inschool youths to prevent dropouts in the secondary schools.

APPENDIX II

SUGGESTED ADVISORY COMMITTEE

CONSTITUTION

Article I. Purposes and Name

Section 1. (Persons and agencies with whom the advisory committee confers.) The above named advisory committee shall exist only during such time as it may be authorized by the Board.

Section 2. (Operating field or type of advisory committee.) The above named advisory committee shall operate in those fields directly included in the program for which it has been appointed, and shall limit its activities to advise on matters which directly concern that vocational program.

Section 3. (Purpose and duties of the advisory committee.) The purpose and duties of the above named advisory committee may include:

a. Study the needs of business and/or industry which may be related to an individual skill program, family of occupations, or the total general program.

b. Aid the school/program area in those activities which will lead toward progress.

c. Help in developing a program for the area that will better relate to agriculture, business, and industry.

d. Offer recommendations for the improvement of facilities, equipment, and instructional materials.

e. Assist in evaluating the school/courses as related to the stated objectives.

f. Correlate the work of the school/programs with that of unions, labor, management, and Chamber of Commerce, with which the advisory committee members can develop a communication network.

g. Assist the school/programs in selecting priorities.

h. Study school/programs in other communities for the purpose of encouraging the use of those practices which may be applicable to our programs.

i. Advise on revision of objectives or goals of school/program as determined by study and evaluation.

j. Serve as an avenue of communication between education, the world of work, and our community.

k. Estimate or evaluate annually the progress made toward goals.

Article II. Membership

Section 1. Members shall be selected and appointed to represent a cross section of the community, business, and industry served by the school/program.

Section 2. Appointment of an advisory committee member shall be for three years, except when the appointment is to fill an unexpired term; thus, one-third of total membership shall be appointed each year. Advisory committees will have a minimum members.

Section 3. The term of a new committee member shall begin on August 1.

Section 4. The active advisory committee may submit names of prospective committee members to the appropriate appointing official.

Section 5. The appropriate designated vocational educator liaison will be present at each meeting.

Article III. Meetings

Section 1. Regular and announced meetings of the advisory committee will be held (day of and month) during the year.

Section 2. Written notices of committee meetings shall be mailed to all members at least ten (10) days before each meeting by the committee secretary or school representative.

Section 3. Agenda for the meeting shall be prepared by the chairperson and appropriate (vocational administrator/or instructor liaison.

Article IV. Officers and Duties

Section 1. The officers shall be a chairperson, vice-chairperson, and secretary elected from the committee and membership.

Section 2. Chairperson and vice-chairperson shall be elected annually by majority vote of the committee members at the annual meeting.

Section 3. The chairperson shall be elected from among those members who have served on the advisory committee for at least one (1) year.

The duties shall be:

a. to preside at the meetings of the advisory committee

b. to serve as chairperson of the executive committee

c. to appoint special committees which may include persons other than committee members

d. to represent the group at other meetings as requested.

Section 4. The vice-chairperson shall perform the duties of the chairperson in the person's absence.

Section 5. The secretary shall:

a. send out notices of meetings

b. keep records and attendance of members at meetings

c. maintain a permanent record file of advisory committee activities

d. distribute minutes of committee meetings and copies of other committee documents to committee members, teachers, and others who may be concerned instructors. (The secretary shall have the assistance of the school staff and the use of school facilities in performing the functions.)

Article V. Amendments.

Section 1. The by-laws may be amended or added to by a two-thirds majority vote of active members at any regularly scheduled committee meeting.